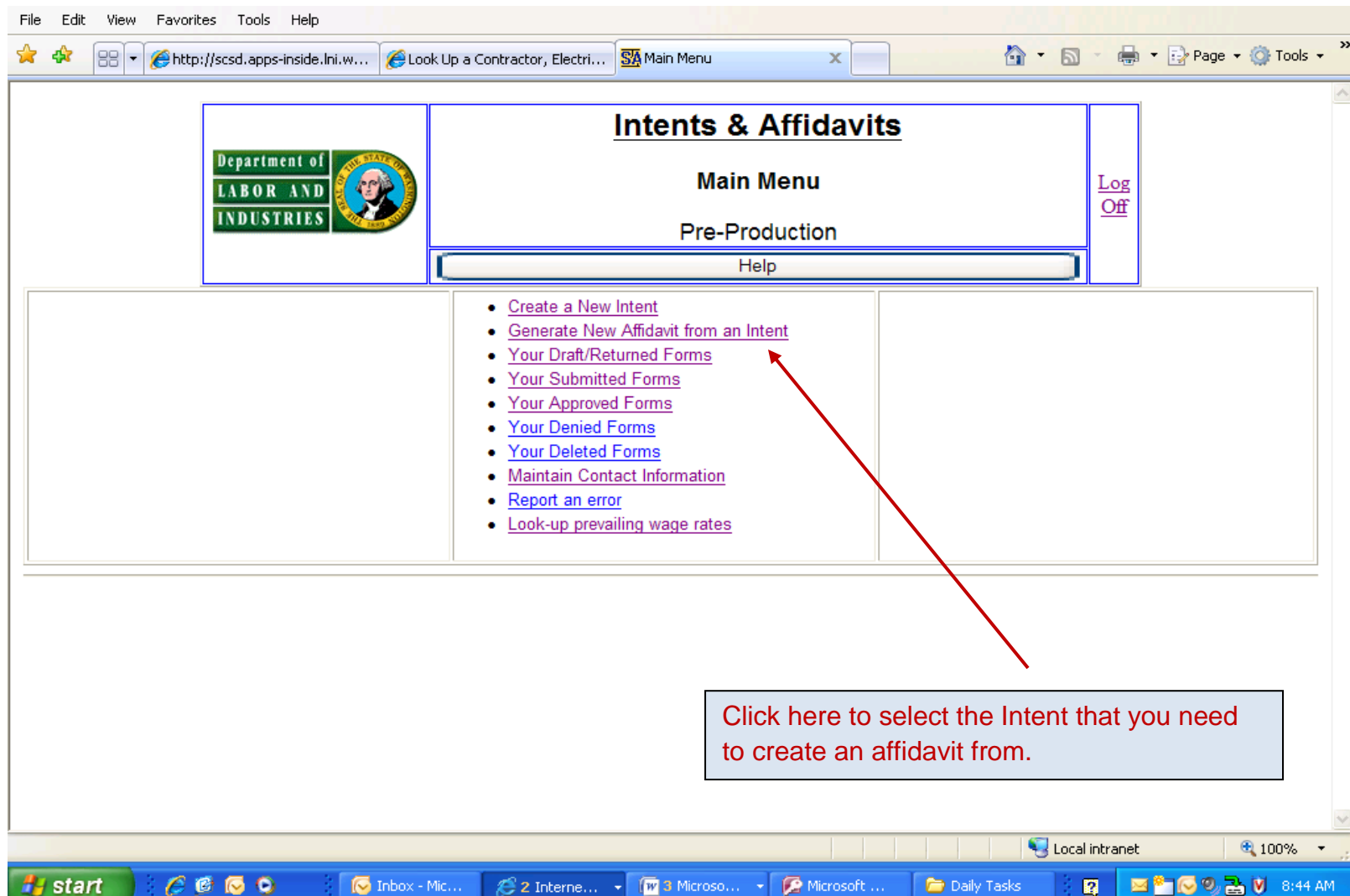


Instructions for Generating an Affidavit From an Intent after March 31st, 2009

The PWIA System will be upgraded on March 31st 2009. To access the PWIA system log in through <https://secureaccess.wa.gov>. Please follow these instructions to generate an Affidavit of Wages Page from an approved Intent to Pay Prevailing Wage. To Create an Affidavit, select “[Generate New Affidavit from an Intent.](#)”



Next, select the approved Intent for the project which you need file an Affidavit of Wages Paid. If your Intent was filed months or years ago you may need to set search date. Then select “[Show Me.](#)”

Intents & Affidavits

Approved Forms List

Pre-Production

Return to Main Menu Help

From Date: 03/01/2009

Thru Date: 03/18/2009

Show Me

4 records found.

To open a form, click anywhere on the line.

Type:Id	Contractor Name	Public Agency	Project Name	Approval Date
Affidavit:179531	Sean's Test Company	KING COUNTY	Testing pre-prod	03/16/2009
Intent:196230	Sean's Test Company	KING COUNTY	Testing pre-prod	03/16/2009
Intent:196233	Sean's Test Company	THURSTON COUNTY	TESTING IN PRE-PROD	03/16/2009
Intent:196234	Sean's Test Company	YAKIMA COUNTY	THIS IS A TEST INTENT	03/18/2009

The system will look for approved intents and affidavits in between the date range. You may need to set a wider date range. Such as changing the From Date to 1/1/2001 to view all forms that have been approved since 2001

After you have selected the correct Intent, select the button "[Generate Affidavit.](#)"

Department of LABOR AND INDUSTRIES

Statement of Intent to Pay Prevailing Wage

Prevailing Wage Section
Department of Labor & Industries
PO Box 44540
Olympia, WA 98504-4540
(360) 902-5335

Print Form Generate Affidavit

Received: 03/18/2009 Intent Id: 196234 Status: Approved on 03/18/2009

COMPANY

Company Information: Sean's Test Company
601 234 567
Fake Address
Olympia, WA 98501
(360) 902-5337

Payment Type: Electronic
Company Signature: Electronic

PROJECT

Public Agency: YAKIMA COUNTY
128 N 2ND STREET
YAKIMA, WA 98901

County: YAKIMA Multiple Counties? No
City: Yakima

Project Name: THIS IS A TEST INTENT
Contract Number: 12345
Bid Due Date: 03/04/2009
Award Date: 03/06/2009
Prime Contractor: Sean's Test Company
N/A
(360) 902-5337

Does Your Company Intend To Hire Subcontractors To No

Click on Generate Affidavit.

You have just created an Affidavit of Wages paid from an approved Intent to Pay Prevailing Wages. Continue by filling out the Affidavit and either save as a draft or submit the form for processing when you are finished.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** http://scsd.apps-inside..., Look Up a Contractor, ..., Affidavit of Wages ..., Statement of Intent to ...
- Page Header:** File Edit View Favorites Tools Help
- Page Title:** Intents & Affidavits
- Section Header:** Affidavit of Wages Paid
- Sub-section:** Pre-Production
- Buttons:** Return to Main Menu, Help, Log Off
- Instructions:**
 - Start by clicking on "Select Company Name"
 - Do not press you browser "Back" button or leave this screen or you may lose information
 - Help is available by clicking on field names.
 - You cannot save partially completed forms.
- User Information:** Sean Anderson (360) 902-5337 ext anse235@lni.wa.gov, Status: Draft
- COMPANY Section:**
 - Your Company Information:** Sean's Test Company
 - 601234567
 - Fake Address
 - Olympia, WA 98501
 - anse235@lni.wa.gov
 - (360) 902-5337
 - Industrial Insurance Acct Id:** [Empty field]
 - Select Company Name** button
- PROJECT Section:**
 - Public Agency:** YAKIMA COUNTY
 - 128 N 2ND STREET
 - YAKIMA, WA 98901
 - Select Public Agency** button

The bottom of the screen shows a Windows taskbar with the Start button, several open applications (Inbox - Mic..., 2 Internet..., 3 Microsof..., Microsoft Ac..., Daily Tasks), and the system clock showing 9:28 AM on 9/28/2008.